Lesson 7

Vocabulary

1. **Bitmapped graphics**- Images created with a matrix of picture elements
2. **Cell**- One intersection of a row and a column in a table
3. **Database**- A collection of related information organized for rapid search and retrieval
4. **Datasheet**-A database table that stores subject-based data; a primary object in a database
5. **Field**- In Access, a single piece of database information, such as a first name, a last name, or a telephone number; in word, an indication of a location in which variable text or data can be inserted
6. **Multimedia**- The use of text, graphics, audio, and video in some combination to create an effective means of communication and interaction
7. **Object**- A discrete item that provides a description of virtually anything known to a computer
8. **Object linking and embedding**- A technology developed by Microsoft that lets you create a document or object in one program and then link and/or embed that data into another program
9. **Presentation software**- Software that is used to create and edit information to present in an electronic slide show format
10. **Primary key**- Unique identifier of each record in an access table
11. **Query**- A database object which enables you to locate multiple records matching specified criteria
12. **Record**- A group of related fields in a database, such as all the contact information for an individual
13. **Spreadsheet**- A grid of rows and columns into which you enter text data and numerical data
14. **Table**- A datasheet that stores subject-based data. It is a primary object an Access database
15. **Text editor**- A basic word-processing application
16. **Utility program**- Systems software that performs tasks related to managing the computer’s resources, file management, diagnostics, and other specialized chores
17. **Vector graphics**- Graphics that use points, lines, curves, and shapes based on mathematical equations to represent images
18. **Word-processing software**- Software used to prepare text documents such as letters, reports, flyers, brochures, and books
19. **Workbook**- Where worksheets are stored; a workbook contains one or more worksheets
20. **Worksheet**- A spreadsheet in Excel, consisting of a grid of rows and columns containing numbers, text, and formulas